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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Director of Training  
 THRU : Chief, PPS/TR  
 FROM : Chief, Language and External Training School

DATE: 31 August 1955

SUBJECT: Weekly Activities Report

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 A. SIGNIFICANT ITEMS NO. PGS 4 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPI 11 ORG CLASS C  
First Three Pilot Area Courses Completed REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

The Agency's first internal area courses have been completed. These were Basic Country Survey - CHINA (54 hours), Basic Country Survey - JAPAN (54 hours), and U. S. Foreign Policy in the Far East (20 hours). Sixty (60) Agency employees, of whom 47 completed the courses, and 14 persons from NSA, State, Air and Navy participated.

This single Far Eastern internal, ten-week program provided academic quality, part-time area training to over twice as many persons (47) as those who received comparable training externally (21) at local facilities in FY 1955 (including 14 persons who took courses under the contract program conducted simultaneously at SAIS).

This program cost about \$2,500, or \$1.28 per student hour of instruction (distributing all cost among 47 Agency persons who completed), and per student course of 54 hours--\$69.12. This was considerably cheaper than the area training contracted with SAIS for the same period (may be reasonably calculated at not less than \$20.46 per student hour, or \$654.72 per course of 32 class hours). If both programs had been used to maximum capacity, cost to the Agency would have been 65¢ per student hour and \$35.10 per student course of 54 hours for the internal program, and \$5.11 per hour and \$163.52 per course of 32 hours externally.

Conclusions. The following observations are permitted by analysis and comparison of Agency participation in internal and external contract area training programs:

1. Supervisors more readily release employees for part-time area training when it is conducted within the Agency. This true even when it is apparent that the external training:-

- a. costs more money,
- b. takes less time,
- c. is possibly of higher calibre, and
- d. cannot be tailored to intelligence officer needs.

2. As long as supervisory assignment to and employee participation in training is voluntary, contracted external training will be exhorbitantly extravagant in terms of the return received by the Agency.

Even should essential area training become mandatory, permitting fuller use of facilities, it is unlikely that it can be contracted as economically as it can be provided internally. It is my opinion, therefore, that we should not contract out for area training until the Agency is prepared and willing to take fullest possible advantage of such training, and then only when it is impossible to staff quantity and quality of personnel to provide area training designed especially for the intelligence profession.

B. OTHER ACTIVITIES

1. The report on area, language and external training for FY 1955, along with an analysis of FY 1955 totals will be transmitted to DTR by Friday. Appropriate sections of the report will be transmitted to Agency components.

2. Seven Qualifications Review Panels considered and certified ten candidates for full-time, intensive training--five for LETS eleven-month Russian program (four previously considered), two for French at Navy Language School, one for Chinese at FSI, one for graduate study in economic theory at the University of Chicago, and one for graduate study in radio engineering at Ohio State. Candidates belong to SR, OSI, WE, FE, ORR, and OC.

3. Arrangements have been completed with the FSI for a semi-intensive (half-time) spoken German course for three CIA employees running from 6 September to 23 December 1955. Students are [redacted] (EE/JOTs) and [redacted] (OGC).

4. Routine bi-monthly interviews were had with [redacted] and [redacted]--intensive Chinese language students at FSI.

5. [redacted] developed method for reporting performance ratings of Agency employees who completed the Far Eastern courses during the summer.

6. [redacted] of OCI has inquired about possibilities for basic area training for OCI requirements personnel. Not having heard of OTR plans, she was pleased to hear that soon we may have courses of value to her group.

7. [redacted] of FE with thought of his contribution to LETS area training.

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